



Title

Name: Julie Cuvelier

Teaching content area(s): Business

School: Cedar Falls High School

Extern host site: TDS Automation Inc.

Part I: Overview of Business

- TDS Automation Inc. began as Doerfer Engineering in 1975, Primarily in Custom Automation with expansions of manufacturing product in International placements.
- Pride in Custom Automation for various businesses, development of oil/water barrel systems in Mexico, and projection for next innovations to be cutting edge. TDS has invented many new technologies and continue to see a future of EXPANSION into profitable industries with the use of their work force.

Part II: Job Specifics

- TDS Automation is currently restructuring staff duties and have assigned new titles to their organization model.
- Task of interviewing and completing a job description for each job title which will include identifying the essential functions of the position, competencies, skills & abilities needed, work conditions, and environment concerns for each position. Each position is assigned Occupation Profile Code called an SOC for classification.

Part III: Introduce the Problem

- TDS was in need of a full, accurate set of job descriptions due to recent restructuring of staff. New positions had been assigned with some still being filled to develop a new system after selling some companies out of state.
- Job descriptions organize work staff by hierarchy, are used to hire new staff, and become guideline for evaluation and business flow. For Human Resource, it is a highly necessary document for many reasons.

Part IV: Background

- In interview of each position at TDS, the entire organizational process and work flow became clear and offered large amounts of knowledge in the manufacturing process.
- The interview helped developed work staff skills and abilities for each position as well as define the company competencies for each position.
- Job description would validate what each position was responsible for and would serve as hiring tool where human resource is in need. TDS did not have complete set of job descriptions written due to change.

Part V: Business Solution

- TDS Automation allowed work staff to spend company hours to interview and share a testimony of their job duties and review what is needed for their position. I completed a proper job description of that position with tasks, skills, abilities, competencies, and OSHA requirements. The project allowed me to job shadow and visit work stations to observe and clarify what was needed for TDS Automation for over 44 different positions.
- *Additionally I observed many You Tube videos of work for job title and referenced O-net, the US Department of Labor website on job descriptions.*

Part VI: Student Solutions

- One idea is to role play a hiring situation for positions. For example, I would like to assign 7 manufacturing positions to each student. The student will refer to O-net and other Internet sources and review You Tube videos on each job type to develop 5 interview questions. I will have students interview candidates in the room and "offer" the position to who they believe has the skills and abilities and interest to complete the work.
- *This will serve as a way for students to discover the various positions needed to develop a product. This will also allow time to describe the skills needed and competencies required for success in manufacturing. The hope is to share the diverse and amazing needs for high earning potential and high job satisfaction.*